

**BOARD OF SUPERVISORS
ELK TOWNSHIP
CHESTER COUNTY, PA**

RESOLUTION NO. 2009-02

And now, this 5th day of January 2009 upon motion duly made and accepted, the Board of Supervisors of Elk Township, by unanimous decision, duly agree to accept the following Open Records Fee Schedule to be effective immediately.

PUBLIC RECORDS FEE SCHEDULE

Copies: .25 cents per page

(A “photocopy” is either a single-sided copy or one side of a double-sided copy)

Certification of Record: \$2.00 per Record

(Certification fees do not include notarization fees)

Specialized Documents: Actual Cost

(For example, but not limited to, blue prints, color copies, non-standard sized documents)

Facsimile/Microfiche/Other Media: Actual Costs

Conversion to Paper: If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.

Postage Fees: Actual Cost

Statutory Fees: If a separate statute authorizes the Township to charge a set amount for a certain type of record, the Township may charge no more than that statutory amount.

Inspection of Redacted Records: If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Township shall redact the non-public information. The Township may not charge the requester for the redaction. However, the Township may charge for the copies it must make of the redacted material in order for the requester to view the public record. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

Fee Limitations: Except as otherwise provided by statute, the law states that no other fees may be imposed unless the Township necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for the Township’s review of a record to determine whether the record is a public record. No fee may be charged for searching for or retrieval of documents or staff time for complying with a request.

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Prepayment: Prior to granting access, the Township may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100. Once the request is fulfilled and prepared for release, payment of the actual costs of the records may be required prior to release.

Adopted this 5th day of January 2009.

Board of Supervisors
of Elk Township

BY

F. Palmer Durborow, Chairman

Attest:

Estace Walters, Vice Chairman

Terri Kukoda - Secretary

Albert Jezyk Jr., Member